

COUNTY CORRECTION CAPTAIN ORIENTATION GUIDE

TABLE OF CONTENTS

Introduction	1
When and where will the examination be held?	1
How is the examination developed?	1-2
Is there study material that candidates can use to prepare for the examination?	2
Are there any practice multiple-choice questions?	3
Promotions resulting from the examination.	4
What is the Department of Personnel's make-up policy?	4
Will make-up candidates take the same examination?	5
Conclusion	5

COUNTY CORRECTION CAPTAIN ORIENTATION GUIDE

Introduction

The New Jersey Department of Personnel has prepared this supplemental orientation guide for promotional candidates who will participate in the 2006 County Correction Captain Examination. The information in this booklet and the **Applied Knowledge Multiple-Choice Exam Orientation Guide** (available via DOP's web site www.state.nj.us/personnel) are designed to help candidates better understand the testing process and the types of questions they will encounter on the County Correction Captain Examination. The examination will be designed on the basis of information obtained from a job analysis of the County Correction Captain position. We encourage candidates to carefully review this guide along with the Applied Knowledge Multiple-Choice Exam Orientation Guide and to take advantage of any and all opportunities to prepare for the examination.

When and where will the examination be held?

The **tentative** timeframe to administer the County Correction Captain Examination is in **May/June 2006**. However, in the event that there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

Please note that candidates are NOT PERMITTED to bring phones, pagers, recording devices, etc., into the test center. Possession of one or more of these prohibited devices inside of the examination center may result in disqualification. In addition, briefcases and other personal items should be left outside of the test center. The Department of Personnel is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed or distracted by outside conversations.

How is the examination developed?

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of County Correction Captain. A job analysis is the process of critically examining job components in order to provide a functional description of a job. Based on this job analysis, several work components were identified, and it is from these work components that a distinct examination has been developed. During the job analysis, senior correctional personnel ranked each County Correction Captain work component in terms of its importance. Examination questions will relate to those work components that were determined to be most critical. These work components, which have been translated into test content areas, are shown on the next page along with their relative test weights. The test weights depict the percentage of the test devoted to each content area.

COUNTY CORRECTION CAPTAIN ORIENTATION GUIDE

<u>Weight</u>	<u>Test Content</u>
26.7%	Standard Operating Procedures for County Correctional Facilities
20.0%	Supervision
13.3%	Scheduling
13.3%	Report Writing
13.3%	Effective Expression
13.3%	Interpersonal Relations

Is there study material that candidates can use to prepare for the examination?

The following source will be used by the Department of Personnel in the development of test questions. Please note, however, that the development of all test questions may not be restricted to this particular source.

New Jersey Administrative Code Title 10A, Chapter 31

The following source material will be utilized by the Department of Personnel to develop test questions related to Supervision and/or Interpersonal Relations. Prior to the posting of this guide, the publishers indicated a sufficient supply of the book listed below. *[The Department of Personnel will not be responsible for the quantity of books available.]*

The Effective Corrections Manager: Correctional Supervision for the Future: 2nd Edition
Richard L. Phillips – Jones and Bartlett Publishers, Inc. 2005
ISBN 0-7637-3311-3

Note: The development of all test questions will not be restricted to these sources.

COUNTY CORRECTION CAPTAIN ORIENTATION GUIDE

Are there any practice multiple-choice questions?

The following three questions are sample questions that are similar to the ones that will appear in your examination.

Question #1 is based on Section 10A, Chapter 31 of the New Jersey Administrative Code for County Correctional Facilities (Standard Operating Procedures).

Sample Question #1:

You are the supervisor on duty. During a clothed body search of an inmate returning to the jail from a court hearing, you believe you smell marijuana on the inmate's breath. You then conduct a strip search of the inmate. How does your action compare to Standard Operating Procedures?

- (a) Violates Standard Operating Procedures.
- (b) Complies with Standard Operating Procedures.
- (c) Standard Operating Procedures do not specify action required.
- (d) More information is required in the scenario to determine compliance.

Sample Question #2:

Which is the principal value of prompt, accurate, and complete reports? They

- (a) expedite official business.
- (b) provide good reference material.
- (c) are the mark of an efficient person.
- (d) impress superiors with the necessity for immediate action.

Sample Question #3

You notice that an above average officer of 5 years seems to be distracted and distant at the last few squad meetings. Afterward, in private, he tells you that he and his wife are having marital difficulty. What is your next course of action?

- (a) Listen attentively and determine who is at fault.
- (b) Listen attentively and suggest professional counseling.
- (c) Discuss the issue in detail to see if it is drug or alcohol related.
- (d) Inform him that his private life is his own business and he must improve.

What are the correct answers to the practice questions?

The correct answer to sample Question #1 is **(b)** as outlined in 10A: 31-8.5.

The correct answer to sample Question #2 is **(a)**.

The correct answer to sample Question #3 is **(b)**.

NOTE: These are only sample items. The examination will contain different questions, although similar in structure and content. Answering these sample items correctly does not guarantee you the same success on your examination.

COUNTY CORRECTION CAPTAIN ORIENTATION GUIDE

Promotions resulting from the examination

After the examination is scored, candidates will be ranked according to their final score (a composite of multiple-choice examination score and seniority score). **NOTE: All appointments will be conditional pending resolution of all scoring appeals related to the examination. Once all appeals have been resolved, appointments from the list will be considered permanent.**

What is the Department of Personnel's make-up policy?

Pursuant to N.J.A.C. 4A: 4-2.9, make-up examinations for public safety promotional examinations may be authorized only in cases of:

- I. Error by the Department of Personnel or appointing authority.
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate; or
- III. Catastrophic injury or illness requiring an extended convalescent period, provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination as well as documentation from the candidate's employer noting the candidate's related leave from work.
- IV. Military leave, which will be handled as stated in NJAC 4A:4-2.9(c).
- V. Exoneration from pending disciplinary or criminal charges will be handled as stated in NJAC 4A:4-2.9(d).

If you require a make-up examination please call the Make-Up Unit at (609) 292-9467 within 5 days of receipt of your Notification Card.

Please note that all requests for medical make up examinations must be accompanied by the Department of Personnel's Medical Authorization for Make-Up Examination form completed by the treating physician. The Medical Authorization for Make-Up Examination form can be obtained through the Make-Up Unit or downloaded and printed from our website: www.state.nj.us/personnel/forms/index.htm.

COUNTY CORRECTION CAPTAIN ORIENTATION GUIDE

Will make-up candidates take the same examination?

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

Conclusion

This orientation guide attempts to familiarize candidates with aspects of the Written Multiple-Choice Test, including some suggestions for preparation. The suggestions provided here are not exhaustive – we encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

We hope that this Orientation Guide has been beneficial.

GOOD LUCK!